

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

---

FLETC DIRECTIVE (FD)

NUMBER: 66-30.A

---

Subject:  
STUDENT ABSENCES AND LEAVE

DATE: 9-14-89

---

1. PURPOSE. This directive is issued for the purpose of publishing specific instructions to students on the policy and procedures for requesting annual or sick leave or being absent from training for other reasons at the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. The provisions of this directive apply to all students in basic and Center advanced programs and is of interest to Participating Organization (PO) representatives, FLETC supervisory personnel involved with training, and the Security Police.
3. CANCELLATION. FLETC Directive (FD) 66-30.A, Student Absence and Leave, dated August 4, 1986, is superseded.
4. DISCUSSION. Students normally will not be allowed to be absent from classes while in training at the FLETC. However, realizing that special situations may arise where absence could be permitted, policy and procedures are needed to ensure that students, PO representatives, program managers, and FLETC personnel each carry out their responsibilities.
5. POLICY. It is important that students attend all scheduled courses of instruction. Any new student who would miss one or more of the first three days of basic training will not, as a general rule, be permitted to participate in that basic training program. The critically important orientations to the academic subject matter, firearms, physical techniques, and driver's training normally are scheduled on the first few training days. These orientations are prerequisites to student participation in the courses that follow. When an agency is aware that a student will arrive at the FLETC after a program is scheduled to start, arrangements should be made to reschedule the student into a subsequent program. Special considerations will be given to those students who experience unavoidable delays in travel to the FLETC and to those students who, because of a cancellation, received last minute notice of their acceptance into a program. After consultation with the student's agency representative, the FLETC Program Manager is responsible for determining whether a student who arrives late will be permitted into a program after the program has already started.

a. Annual Leave. Annual leave normally will not be granted while students are in training. However, under special circumstances annual leave may be granted. Annual leave requests for special circumstances must be processed through the student's agency since that organization is the custodian of the student's pay and personnel records. The student may be excused from the training program only after the FLETC Program Manager has been notified by the on-site PO representative (or supervisor from their agency) that the annual leave request was approved. Close coordination should be maintained between the FLETC and the student's agency regarding requests for annual leave under special circumstances.

b. Sick Leave. Sick leave will be granted as necessary. Sick leave utilization should be coordinated through the Health Unit. The appropriate application for leave (SF 71) should be submitted to the Program Specialist or appropriate agency personnel as soon as possible. When the SF 71 is received by the Program Specialist, it will be forwarded to the student's agency for processing. Close coordination should be maintained between the FLETC and the student's agency regarding the use of sick leave by students.

c. Administrative Leave. In the event that administrative leave is required while a student is in training, the policy for annual leave outlined above will apply.

d. Cumulative Absences. When, in the judgement of the FLETC Program Manager, a student's cumulative absences, for any reason(s), result in too many classes being missed, the student will be dismissed from training. Prior to a decision to dismiss the student from training, the FLETC Program Manager will consider all factors including (but not limited to) the student's academic record and the difficulty of the courses missed. The program manager will review the record of any student who is absent, for any reason, for more than three consecutive training days to determine if the student should be dismissed from training. Close coordination will be maintained between the FLETC and the student's agency prior to a decision to dismiss the student from training.

## 6. PROCEDURE.

a. A student with special circumstances who must request annual or administrative leave must first obtain approval, using SF 71, from the POs on-site representative (or appropriate supervisor). The student must then submit the SF 71 with an explanation of the special circumstances to the appropriate FLETC program manager. A copy of the SF 71 may be submitted when the original is maintained by the student's agency. The student should be advised if the amount of leave requested will place the student's continuation of training in jeopardy. The FLETC program manager will record the request and ensure that, after the leave is taken, the appropriate agency personnel are notified for record keeping purposes.

b. Leave of an emergency nature that requires action outside of normal working hours may be handled in accordance with the above procedures. If the student cannot contact any of the above, he/she will work through the FLETCs Security Police who will assist in contacting personnel in the following order:

- (1) On-site PO representative or delegate.
- (2) Appropriate Program Specialist.
- (3) FLETC Program Manager.
- (4) Appropriate FLETC Officer Director.
- (5) Deputy Director.

The Security Policy (or Security/Safety staff, as appropriate) shall attempt to contact the above personnel in the order listed. The first official contacted shall decide whether the emergency request shall be approved or disapproved. If the request is approved by any of the other officials listed, the Program Manager will be notified at the first opportunity.

c. In cases of absence for other reasons, such as court appearance, administrative leave, or other official duty, the appropriate FLETC Program Manager will be notified by the on-site PO representative or the student's agency. The Program Manager is responsible for notifying appropriate FLETC personnel.

d. A student who is dismissed from training for excessive absences, as described in this directive, may be readmitted into a subsequent program at the request of his/her agency. After consultation with the student's agency representative, the FLETC Program Manager will determine at what point the student is readmitted into the subsequent program.

7. OFFICE OF PRIMARY INTEREST. Office of the Director.

Charles F. Rinkevich  
Director